



Town of Reading
16 Lowell Street
Reading, MA 01867

Fax: (781) 942-9037

Website: www.readingma.gov

Finance Department
Human Resources Division
(781) 942-9033

NOTICE OF TWO PART-TIME VACANCIES

READING PUBLIC LIBRARY

<u>Position:</u>	Library Page, Circulation Division
<u>Job Description:</u>	Working in a fast paced environment the successful candidate will perform a variety of routine manual and light clerical work in support of the library, Duties may include shelving to keep the Reading Public Library material in proper order.
<u>Qualifications:</u>	Excellent communication, teamwork and customer service skills, some knowledge of library organization; ability to arrange materials according to alphabet and decimal system
<u>Workweek:</u>	6 hours per week on average, including Tuesday and Thursday afternoons and every other Saturday, or 9 hours per week on average, Monday, Wednesday and Friday mornings.
<u>Salary:</u>	\$8.49 per hour. No benefits.

To apply, please pick up an application at the Library's circulation desk. Send the completed application to Michelle Filleul, Head of Circulation, Reading Public Library, 64 Middlesex Avenue, Reading, MA 01867.